

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

U.S. Citizenship and Immigration Services  
[Address of the appropriate USCIS office]  
[City, State, Zip Code]

Subject: H-4 Visa Application Guidance

Dear Sir/Madam,

I am writing to seek guidance regarding the H-4 visa application process. I wish to ensure that I comply with all necessary requirements and submit a complete application on behalf of my spouse who is currently on an H-1B visa.

Below are specific queries I would appreciate your assistance with:

1. **\*\*Required Documentation\*\***: Could you provide a detailed list of documents needed for the H-4 visa application?
2. **\*\*Application Process\*\***: What is the step-by-step process for submitting the application? Are there certain forms that need to be filled out?
3. **\*\*Processing Time\*\***: What is the expected processing time for H-4 visa applications?
4. **\*\*Additional Fees\*\***: Are there any additional fees that I should be aware of when applying for the H-4 visa?

I would greatly appreciate your prompt response to these questions so that I can proceed with the application without any delays. Thank you very much for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]